



Department of Defense INSTRUCTION

NUMBER 6060.2

January 19, 1993

ASD(FM&P)

SUBJECT: Child Development Programs (CDPs)

- References:
- (a) DoD Instruction 6060.2, subject as above, March 3, 1989 (hereby canceled)
 - (b) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Implementing Guidance Required by the Military Child Care Act of 1989," March 23, 1990 (hereby canceled)
 - (c) DoD Directive 1342.17, "Family Policy," December 30, 1988
 - (d) DoD Directive 4001.1, "Installation Management," September 4, 1986
 - (e) through (qq), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a), supersedes reference (b), and updates policy, responsibilities, and procedures for CDPs for eligible minor children of DoD military and civilian personnel in accordance with references (c) and (d) and DoD Directive 5124.2 (reference (e)).

1.2. Continues to authorize the publication of DoD 6060.1-M-18 (reference (f)), consistent with DoD 5025.1-M (reference (g)).

1.3. Authorizes the publication of "DoD Child Development Employee Training Modules," "DoD Child Abuse Training Modules for Caregivers," "DoD Child Abuse Training Modules for Family Child Care Providers," "DoD Family Child Care Training Modules," "DoD CDP Standards and Inspection Checklist," "DoD Child Development Need Survey," "The DoD School-Age Care Training Modules," and

DD Form 2636, "DoD Certificate to Operate Child Development Programs," consistent with reference (g).

1.4. Implements Pub. L. No. 101-189, Title XV (reference (h)).

1.5. Replaces references (i) through (aa).

2. APPLICABILITY

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services", as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service of the Navy, and when it is operating as a Service of the Department of Transportation (DoT) by agreement with the DoT.

2.2. CDPs sponsored or operated by or for the Department of Defense for military and civilian personnel and located on a military installation or on property under the jurisdiction of any component of the Department of Defense.

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

The purpose of CDPs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child care is not considered an entitlement. It is DoD policy that on military installations and in other DoD Component facilities and to the extent possible:

4.1. The DoD Components shall provide CDPs, or viable alternatives, to military members and DoD civilian personnel. The first goal of the CDP is to assist DoD military and civilian personnel who are parents of children under the age of 6,

or who are full-time students, in locating at least one affordable option for quality child care. The second goal is to assist DoD personnel who are parents of school-aged children in locating child care. The third goal is to expand availability of care through use of resource and referral (R&R) programs to quality affordable options both on and off DoD installations. The fourth goal is that, whenever possible, the DoD Components will support the needs of their personnel for hourly care and preschool programs by expanding the use of facilities and programs other than the Child Development Centers (CDCs).

4.2. The primary sources of DoD-sponsored or -operated CDPs include CDCs, Family Child Care (FCC) Homes, and R&R Programs. In addition, the DoD Components are encouraged to provide School-Aged Care (SAC) Programs and Preschools in other facilities, such as youth centers, chapels, and schools. The DoD Components are encouraged to provide Supplemental Child Care (SCC) options when needed.

4.3. Eligible patrons of DoD CDPs include active duty military personnel, DoD civilian personnel paid from both appropriated funds (APF) and nonappropriated funds (NAF), reservists on active duty or during inactive duty personnel training, and DoD contractors. The first priority is child care for active duty military and DoD civilian personnel. Each installation commander and Defense Agency Director and/or Commander shall establish a priority system under which access to CDPs shall be determined. In all cases, first priority shall be given to children of active duty military and DoD civilian personnel who are either:

4.3.1. Single parents; or

4.3.2. Whose spouse is employed on a full-time basis outside the home or is a military member on active duty. Installation commanders and Defense Agency Directors and/or Commanders shall determine on a case-by-case basis whether a spouse employed on a full-time basis but working within the home qualifies for first priority treatment. The installation commander or Defense Agency Director and/or Commander shall make a statement of these priorities available to all eligible patrons seeking enrollment of their children in DoD CDPs.

4.4. If the unmet need for child care for DoD military and civilian personnel in the first priority of subsection 4.3., above, exceeds 20 percent of the available space, the installation commander or Defense Agency Director and/or Commander shall take appropriate action, as necessary, to expand the availability of care through the use of R&R or contract services so as to offer quality, affordable options, both on-and

off-installation. The installation commander or Defense Agency Director and/or Commander may meet the need for school-age care through the use of youth facilities, schools, and other appropriate community facilities. The installation commander or Defense Agency Director and/or Commander may meet parents' requests for hourly care for children from birth through the age of 12, and for preschool programs, by using other suitable facilities or programs such as FCC.

4.5. Parents have primary responsibility for the health, safety, and well-being of their children. Parents will be encouraged to participate in the planning and evaluation of the CDP as well as their child's care and development. The CDP shall provide parents with opportunities for direct participation in program activities.

4.6. The CDP, regardless of program setting, shall promote the cognitive, social, emotional, and physical development of children and shall:

4.6.1. Meet the basic needs of children in a safe, healthy, and nurturing environment.

4.6.2. Recognize the individual differences of children and provide an environment that encourages children's self-confidence, curiosity, creativity, and self-discipline.

4.6.3. Employ competent and well-trained personnel.

4.6.4. Support parents in the care and development of their children.

4.6.5. Provide referrals to family support programs, education, health, and recreational programs.

4.7. DoD CDPs shall comply with the Crime Control Act of 1990 (reference (bb)), implementing guidance, and DoD Directive 6400.1 (reference (cc)). It is DoD policy to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse. Reporting instances of alleged child abuse or neglect is mandatory for CDP personnel.

4.8. Programs and activities conducted under this Instruction shall comply with DoD Directive 1020.1 (reference (dd)). No otherwise qualified person with a disability shall be subjected to discrimination by a DoD CDP. This includes children with disabilities who meet the essential eligibility requirements for CDP services and parents with disabilities whose children are receiving or seeking CDP services.

4.9. Each DoD Component providing a DoD Child Development facility-based program shall operate, maintain, and fund these programs with direct APF at least equal to the amount of user fees collected. DoD Agencies previously excluded from this requirement shall have until January 1, 1996, to comply. This requirement does not apply to CDCs that are the result of a long-term facilities' contract under Section 2809 of 10 U.S.C. or a lease-purchase agreement under Section 2812 of 10 U.S.C. (reference (ee)).

4.10. The DoD Components, except those in the National Capital Region (NCR) (DoD Instruction 5305.5 (reference (ff))), are authorized, in accordance with 40 U.S.C. 490b (reference (gg)), to apply to the General Services Administration (GSA) for building space for use in providing child care for DoD personnel when such activities are housed in GSA facilities. Each DoD Component shall provide a copy of this application to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). DoD Components operating CDPs in GSA-controlled space shall comply with GSA standards for funding and operation of child care programs. All CDPs provided in GSA facilities, where the Department of Defense is the sole sponsoring agency and the space has been delegated to the Department of Defense by the GSA, shall comply with the standards and operational requirements prescribed in this Instruction.

4.11. The DoD Components in the NCR shall use the space acquisition procedures in reference (m) to gain the assignment of space, either in Government-owned or -leased facilities, from the GSA.

4.12. The DoD Components shall use the MIL-HNBK 1037/2 (reference (hh)) as the prescribed minimum construction standards for all CD facilities. State and local construction standards may be used, but are not required except if the CD facility is located on an area over which the United States Federal Government has no legislative jurisdiction, and then only if the State and local standards are more stringent.

4.13. Each CDC and FCC home shall keep a copy of the Family Care Plans (reference (ii)) for each child who is enrolled on a regular basis, and whose sponsor is active duty military, and who is required to have a Family Care Plan.

4.14. All child development facilities constructed after the effective date of this Instruction by a Military Department or Defense Agency under 10 U.S.C. 2809 (reference (ee)) shall comply with all operational and safety standards outlined in this

Instruction except the DoD CDP Employee Wage Plan in enclosure 2 of this Instruction, unless otherwise stated.

4.15. Guidance on obtaining assistance from local authorities in cases of alleged child abuse in military CDC or family child care home sites is prescribed in DoD Directive 6400.1 (reference (cc)).

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

5.1.1. Prescribe policies and guidelines for CDPs on DoD installations and in DoD-owned, -leased, or -funded facilities.

5.1.2. Issue CDP standards and monitor compliance.

5.1.3. Ensure that all DoD CDP publications are published in accordance with this Instruction and DoD 5025.1-M (reference (g)).

5.1.4. Issue standards on safety and operating procedures at DoD Component CDPs.

5.2. The Heads of the DoD Components shall ensure that:

5.2.1. CDPs are operated in accordance with this Instruction and shall monitor local compliance with DoD standards and guidelines in accordance with DoD requirements.

5.2.2. Responsibility for compliance with this Instruction rests with the DoD activity providing the funding for the CDP. Each such DoD Activity shall provide implementing guidance for this Instruction.

5.2.3. All CDP personnel are trained pursuant to this Instruction.

5.2.4. Annual summary of operation reports will be completed at the end of each fiscal year by each Military Service CDP Manager or DoD Agency Director and/or Commander. Reports are to be submitted to the Office of the Assistant Secretary of Defense (Force Management and Personnel) by December 15 of each year.

6. PROCEDURES

Procedural guidance is in enclosures 3 through 5.

7. INFORMATION REQUIREMENTS

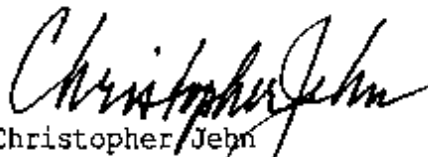
7.1. Authorizes publication of DD Form 2605, "Department of Defense Child Development Program Annual Summary of Operations," Report Control Symbol DD-FM&P(A)1884, consistent with DoD Instruction 7750.7 (reference (jj)).

7.2. Authorizes publication of DD Form 2606, "Department of Defense Child Development Request for Care Record," consistent with reference (jj).

7.3. The annual reporting requirement listed in paragraph 5.2.3., above, has been assigned Report Control Symbol DD-FM&P(A) 1884.

8. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.


Christopher Jehn
Assistant Secretary of Defense
(Force Management and Personnel)

Enclosures - 7

1. References
2. Definitions
3. DoD Requirements for the Establishment and Operation of CDPs
4. DoD Requirements for the Establishment and Operation of Child Development Facility-Based Programs

5. DoD Requirements for the Establishment and Operation of FCC Homes
6. DoD CDP Annual Summary of Operations, DD Form 2605
7. DoD CDP Request for Care Record, DD Form 2606

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 5124.2, "Assistant Secretary of Defense (Force Management and Personnel)" January 26, 1990
- (f) DoD 6060.1-M-18, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988, authorized by this Instruction
- (g) DoD 5025.1-M, "DoD Directives System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988
- (h) Title XV of Public Law 101-189, "Military Child Care Act of 1989," November 29, 1989 (10 U.S.C. 113 note)
- (i) DoD 6060.1-M-1A, "'Caring' Role in a Child Care Center, Pt. I, Orientation," April 1982, (hereby canceled)
- (j) DoD 6060.1-M-1B, "'Caring' Role in a Child Care Center, Pt. II, Relating to Parents," April 1982, (hereby canceled)
- (k) DoD 6060.1-M-1C, "'Caring' Role in a Child Care Center, Pt. III, Relating to Children," April 1982, (hereby canceled)
- (l) DoD 6060.1-M-2, "Caring for Infants," April 1982, (hereby canceled)
- (m) DoD 6060.1-M-3, "Caring for Pretoddlers," April 1982, (hereby canceled)
- (n) DoD 6060.1-M-4, "Caring for Toddlers," April 1982, (hereby canceled)
- (o) DoD 6060.1-M-5, "Caring for Preschoolers," April 1982, (hereby canceled)
- (p) DoD 6060.1-M-6, "Caring for School-Age Children," April 1982, (hereby canceled)
- (q) DoD 6060.1-M-7, "Creating Environments for Infants," April 1982, (hereby canceled)
- (r) DoD 6060.1-M-8, "Creating Environments for Pretoddlers," April 1982, (hereby canceled)
- (s) DoD 6060.1-M-9, "Creating Environments for Toddlers," April 1982, (hereby canceled)
- (t) DoD 6060.1-M-10, "Creating Environments for Preschools," April 1982, (hereby canceled)
- (u) DoD 6060.1-M-11, "Creating Environments for School-Age Children," April 1982, (hereby canceled)
- (v) DoD 6060.1-M-12, "Director's Manual for the Child Guidance Series and Child Environment Series," April 1982, (hereby canceled)
- (w) DoD 6060.1-M-13, "Program Development in Military Child Care Settings," April 1982, (hereby canceled)

- (x) DoD 6060.1-M-14, "Managing Military Child Care Centers," April 1982, (hereby canceled)
- (y) DoD 6060.1-M-15, "Financial Planning for Military Child Care Centers," April 1982, (hereby canceled)
- (z) DoD 6060.1-M-16, "Involving Parents and Volunteers in Military Child Care Programs," April 1982, (hereby canceled)
- (aa) DoD 6060.1-M-17, "Installations Resources Available to Military Child Care Programs," April 1982, (hereby canceled)
- (bb) Section 231 of Public Law 101-647, "Crime Control Act of 1990," November 29, 1990 (42 U.S.C. 13041)
- (cc) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
- (dd) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (ee) Sections 2809 and 2812 of title 10, United States Code
- (ff) DoD Instruction 5305.5, "Space Management Procedures, National Capital Region," May 23, 1966
- (gg) Section 490b of title 40, United States Code
- (hh) MIL-HNBK 1037/2, "Child Development Centers," November 1, 1988
- (ii) DoD Instruction 1342.19, "Family Care Plans," July 13, 1992
- (jj) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- (kk) Federal Personnel Manual, Chapter 731, September 29, 1988
- (ll) Section 2102 of title 5, United States Code
- (mm) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (nn) Public Law 92-463, "Federal Advisory Committee Act," October 6, 1972, as amended, (5 U.S.C. Appendix 2)
- (oo) Title VIII of Public Law 99-145, "Military Family Act of 1985," November 8, 1985, as amended (10 U.S.C. 805 113 note)
- (pp) National Fire Protection Association (NFPA) 101, "Life Safety Code," 1991
- (qq) Title 7, Code of Federal Regulations, Part 226, "Child and Adult Care Food Program," current edition

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Appropriated Fund (APF) Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.

E2.1.2. APF Direct Costs. Direct costs are those costs clearly identified to a product or output and are totally, related to the output, such as hands on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. Costs related to Headquarters, regional offices, or support activities are not considered direct costs.

E2.1.3. APF Employees. Civilian personnel hired by DoD Components with APFs as defined in Federal Pay Manual (FPM), Chapter 731 (reference (kk)). This includes temporary employees, 18 years or older.

E2.1.4. Appropriated Fund (APF) General and Administrative (G&A) Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.

E2.1.5. Caregiving Personnel. Civilian employees of the DoD Child Development Program (CDP) who are directly involved with the care and supervision of children and are counted in the staff-child ratios.

E2.1.6. CDP Employee. A civilian employed by the Department of Defense to work in a DoD CDP (regardless of whether the employee is paid from APFs or NAFs).

E2.1.7. Child Care Fee Receipts. NAFs derived from fees paid by members of the Armed Forces and other authorized users for child care services provided at a military CDC or other DoD-sponsored facility-based CDP. Also referred to as user

fees or parent fees.

E2.1.8. Child Development Programs (CDP). Child care services for children, aged birth through 12 years, of DoD personnel provided in CD facilities, to include contract locations, family child care homes, and alternative locations. Care may be provided on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development and to enhance children's readiness for later school experience.

E2.1.8.1. Full-Day Care. This care meets the needs of parents working outside the home who require child care services 5 hours or more per day on a regular basis, usually at least 4 days per week.

E2.1.8.2. Part-Day Care. This care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part-day basis for fewer than 5 hours per day, usually fewer than 4 days per week.

E2.1.8.3. Hourly Care. Care provided in a CDP that meets the needs of parents requiring short-term child care services on an intermittent basis. Hourly care includes short-term alternative child care.

E2.1.8.4. Preschool Programs. A center-based enrichment program for children 3-5 years of age that lasts 4 hours or fewer per day on a regularly scheduled basis.

E2.1.8.5. Supplemental Child Care (SCC) Programs. Child care programs and services that augment and support CDC and FCC programs to increase the availability of child care for military and DoD personnel. These may include, but are not limited to, resource and referral services, contract-provided services, short-term, hourly child care at alternative locations, and interagency initiatives.

E2.1.8.6. Family Child Care. Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or Commander concerned as qualified to provide those services, and provides those services for 10 hours or more per week per child on a regular basis for compensation. Also referred to as Family Home Day Care, Family Home Care, and Family Day Care.

E2.1.8.7. School-Age Care (SAC). Either facility-based or FCC-based care for children ages 6-12, or attending kindergarten, who require supervision before

and after school, during duty hours, school holidays, and during school closures.

E2.1.8.8. Resource and Referral (R&R). A service that provides information about child care services on and off the installation to meet patrons' child care needs and to maximize use of available sources of child care.

E2.1.8.9. Short-Term Child Care. A child care program that provides on-site hourly group child care when a parent or guardian of the children in care are attending the same function and are in the same facility.

E2.1.9. Competitive Service Positions. As defined in 5 U.S.C., 2102 (reference (II)), these positions consist of:

E2.1.9.1. All civil service positions in the executive branch, except:

E2.1.9.1.1. Positions that are specifically excepted from the competitive service by or under statute;

E2.1.9.1.2. Positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs;

E2.1.9.1.3. Positions in the Senior Executive Service.

E2.1.9.2. Civil service positions not in the Executive Branch that are specifically included in the competitive service by statute.

E2.1.9.3. Positions in the government of the District of Columbia that are specifically included in the competitive service by statute.

E2.1.10. Developmental Program. A planned program of developmentally appropriate activities that promotes the social, emotional, physical, and cognitive development of children and enhances school readiness. Activities include child-initiated as well as adult-directed activities.

E2.1.11. DoD CDP Employee Wage Plan. The NAF wage plan implemented in response to the Military Child Care Act (reference (h)), which uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar training, seniority, and experience. Pay increases and promotions are tied to completion of training. Completion of training is a condition of employment. This wage plan does not apply to CDPs constructed and operated by contractors under 10 U.S.C. 2809

(reference (ee)).

E2.1.12. DoD Certificate to Operate. A certificate issued every 15 months to each DoD CDP after the program has been inspected by a representative(s) of the higher headquarters or a major command Child Development Specialist, and found to be in compliance with DoD standards.

E2.1.13. DoD Child Abuse and Safety Hotline. Continental United States and Outside Continental United States 1-800 numbers that reach the Office of the Assistant Secretary of Defense (Force Management and Personnel) to report suspected child abuse or safety violations in DoD child development and youth programs.

E2.1.14. DoD Child Development (CD) Facility. All or any portion of a facility on a military installation, the primary purpose of which is to provide child care to children of members of the Armed Forces and DoD civilians.

E2.1.15. DoD Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.

E2.1.16. Facility. A building, structure, or other improvement to real property.

E2.1.17. Facility-Based Program. Refers to child care that is provided within centralized facilities. Does not include family child care homes.

E2.1.18. Family Care Plan. A document that outlines, on Service-specific forms, the person(s) who shall provide care for the military member's children, disabled, elderly and/or other family member(s) dependent upon the member for financial, medical, or logistical support in the absence of the member due to military duty. The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the member's family, in accordance with DoD Instruction 1342.19 (reference (ii)).

E2.1.19. FCC Management Personnel. DoD employees or contract personnel, either APF or NAF, who are responsible for FCC program management, training, inspections and other services to assist FCC providers. Includes program directors, monitors, outreach workers, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) monitors, and administrative personnel.

E2.1.20. FCC Provider. An individual 18 years of age or older who provides

child care for 10 hours or more per week per child on a regular basis in his or her Government quarters with the approval and certification of the commanding officer, and has responsibility for planning and carrying out a program that meets the children's needs at their various stages of development and growth.

E2.1.21. Infant. A child 6 weeks through 12 months of age.

E2.1.22. Military Child Development Center (CDC). A facility on a military installation at which child care services are provided for members of the Armed Forces or DoD civilians or any other facility at which such child care services are provided that is operated by the Secretary of a Military Department.

E2.1.23. Mixed Age Group. A group of children in a CDP drawn from more than one child age group category.

E2.1.24. National Academy of Early Childhood Programs. A division of the National Association for the Education of Young Children (NAEYC) that administers an early childhood program accreditation process designed to set the standards of excellence in early childhood education.

E2.1.25. National Capitol Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in the Commonwealth of Virginia; and all cities and other units of government within the geographic area bounded by the outer boundaries of the combined area of such District, Counties, and City.

E2.1.26. Newborn. A child birth through 5 weeks of age.

E2.1.27. Nonappropriated Funds Instrumentalities (NAFI) Employees. Civilian personnel hired by DoD Components and compensated from NAFI funds as defined in DoD Directive 1015.1 (reference (mm)). This includes temporary employees, 18 years or older.

E2.1.28. Parent. The biological father or mother of a child; a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; the legal guardian of a child; or a person in whose household a child resides, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.

E2.1.29. Parent Advisory Board. A group composed of parents of children

attending DoD CDPs. This board shall act in an advisory capacity, providing recommendations for improving services. The board shall meet periodically with staff of the CDP. The board, with the advice of the program staff, shall be responsible for developing and overseeing the implementation of the parent participation program in accordance with Section 1506(a) of the Military Child Care Act of 1989 (reference (h)). Parent Advisory Boards are not advisory committees and need not comply with the Federal Advisory Committee Act (reference (nn)) under Section 805 of the Military Family Act of 1985 (reference (oo)).

E2.1.30. Parent Participation Program. A planned group of activities and projects established by the Parent Advisory Board to encourage parents to volunteer in CDPs, including special events and activities (such as field trips, holiday events, and special curriculum programs), small group activities, special projects (such as playground improvement, procurement of equipment, and administrative aid), and parent education programs and training workshops to include child abuse prevention education for parents.

E2.1.31. Person with a Disability. Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. A person who meets the definition of a handicapped person in DoD Directive 1020.1 (reference (dd)).

E2.1.32. Preschool-Age. Children 37 months through 5 years of age.

E2.1.33. Pre-Toddler. A child 13 through 24 months of age.

E2.1.34. School-Age Children. Children aged 6 years through 12, or attending kindergarten through sixth grade, enrolled in a school-age care program.

E2.1.35. Staff:Child Ratio. The number of children for whom individual caregiving personnel or FCC providers will be responsible. Staff:child ratio varies according to different age groups (enclosures 4 and 5).

E2.1.36. Support Staff. Person(s) responsible for providing services not directly related to direct child care services, such as, but not limited to, janitorial, food service, clerical, and administrative duties.

E2.1.37. Toddler. Children 25 through 36 months of age.

E2.1.38. Total Family Income. Includes all earned income including wages,

salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military member, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean the Basic Allowance for Quarters and the Basic Allowance for Subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases.

E2.1.39. Training and Curriculum Specialist. An APF employee who is a professionally qualified early childhood educator who meets the professional qualifications of the National Academy of Early Childhood Programs' Early Childhood Specialist, who provides training for employees, and FCC providers, and ensures curriculum development and implementation.

E2.1.40. Unmet Need. The number of children whose parents cannot work outside the home because child care is not available.

E2.1.41. Waiting List. List of children waiting for a CDP space and whose parents have requested space in a CDP and none is available.

E3. ENCLOSURE 3

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND OPERATION OF CDPs

E3.1. General Policy

E3.1.1. The DoD Components may establish CDPs for children, birth through 12 years of age, for full-day, part-day, and hourly care. Services may consist of CDCs, FCC Homes, SAC Programs, R&R, preschool, and SCC, such as short-term child care in alternative locations. The requirements in this attachment apply to all DoD CDPs.

E3.1.2. Each DoD CDP shall have standard operating procedures for reporting cases of suspected child abuse and neglect and shall train all CD employees, FCC providers, and volunteers on how to report allegations of child abuse.

E3.1.3. All DoD Components that establish and administer CDPs shall ensure that criminal history background checks are performed in accordance with the Crime Control Act of 1990 (reference (bb)) and implementing guidance issued for the Department of Defense and the DoD Components concerned.

E3.1.4. All CDPs shall ensure that parents are informed of child abuse prevention, identification, and reporting requirements. Each CDP shall ensure the DoD Child Abuse and Safety Hotline telephone number is posted in all facility lobbies, CDP offices, and FCC homes.

E3.1.5. Each CDP administered by a DoD Component shall establish a parent advisory board in accordance with Section 1506(a), Military Child Care Act of 1989 (reference (h)), composed of parents of children enrolled in all installation programs and ensure a parent chairs this board. This board shall act in an advisory capacity, providing recommendations for improving services. The Board Chair shall forward recommendations through the program director to the installation commander Defense Agency Director and/or Commander for review and disposition. The board, with the advice of the program staff, is responsible for coordination of the parent participation program described in paragraph E3.2.1., below. Each board shall be formally established and chartered in accordance with Service regulations or Defense Agency requirements. The boards are not advisory committees and need not comply with 5 U.S.C., App. 2 (reference (nn)), under 10 U.S.C. 805 (reference (oo)).

E3.1.6. Each CDP administered by a DoD Component shall establish a parent participation program in accordance with Section 1506(b) of reference (h). The parent advisory board and assigned CDP employees shall coordinate the development of this program and shall oversee its implementation.

E3.1.7. Each CDP administered by a DoD Component shall involve parents in program planning and evaluation, and ensure parents have unlimited access to their children at all times.

E3.2. Preschool Programs

The DoD Component may establish preschool programs as a subactivity of the CDP. The purpose of these programs is to enhance school readiness by providing enrichment activities for children that helps them develop the knowledge, skills, abilities, and attitudes necessary for entry into school.

E3.2.1. Preschools shall follow the educational occupancy standards for existing facilities as outlined by the National Fire Protection Association (NFPA) Life Safety Code 101 (reference (pp)).

E3.2.2. An installation may use CDC space for a preschool program only when the waiting list for child care for active duty military and DoD civilian personnel does not exceed 20 percent of the facility capacity. The installation may use no more than 20 percent of any space that meets the NFPA (reference (pp)) standards for existing day care facilities for preschool programs, SAC, or hourly care, if there is a waiting list for full-day and part-day child care for parents employed outside the home.

E3.3. Developmental Program

E3.3.1. Each DoD CDP shall establish a planned program of developmentally appropriate activities.

E3.3.2. Each CDP shall provide adequate and nutritious meals and snacks that follow USDA CACFP guidelines (reference (qq)), and are prepared in a safe and sanitary manner.

E3.3.3. Each DoD Component shall issue guidelines for the training, screening, and supervision of volunteers in any CDP.

E3.3.4. Training and Curriculum (T&C) Specialist. The T&C Specialist shall ensure that all CD employees and FCC providers receive the training required in this Instruction. At least one employee at each DoD CDC or CDP shall be a T&C Specialist. In military CDCs, this person shall be an employee in a competitive service position as defined in item E2.1.9. of enclosure 2. The duties of the T&C Specialist include the following:

E3.3.4.1. Special teaching, role modeling, and demonstration of activities in facilities and FCC programs.

E3.3.4.2. Daily oversight and instruction of other child care employees.

E3.3.4.3. Daily assistance in preparation of lesson plans.

E3.3.4.4. Assistance in the child abuse prevention and detection training program.

E3.3.4.5. Advice to the CDP director on the performance of other child care employees and FCC providers.

E3.3.4.6. Assistance to management staff in the development and implementation of parent education programs.

E3.4. Operational Oversight

E3.4.1. The DoD Components shall establish procedures for inspection of CDPs and certify compliance with the requirements established in this Instruction. It is DoD policy that all CDPs operated by or for DoD Components are included in these inspections.

E3.4.2. Installation and/or Local Inspections. Qualified local personnel will inspect each program. Each DoD Component shall establish criteria that determines the qualifications for local inspectors. Each inspection shall be unannounced and conducted at intervals to ensure that each CDP has continuous oversight. These inspections shall consist of the following:

E3.4.2.1. At least one comprehensive health and sanitation inspection per year by representatives of the installation commander or Defense Agency Director and/or Commander having proponenty for the program.

E3.4.2.2. At least one comprehensive fire and safety inspection per year by representatives of the installation commander or Defense Agency Director and/or Commander having proponentcy for the program, which includes a review of facility and maintenance.

E3.4.2.3. One inspection led by a representative of the installation commander or Defense Agency Director and/or Commander with authority to verify compliance with DoD standards. This inspection shall employ a multidisciplinary team with expertise in the various standards prescribed. The team will include parent representation and solicit the views of parents.

E3.4.3. A Major Command or Higher Headquarters (DoD Component) Inspection. A CD representative, who meets the qualifications listed in paragraph E3.4.3.1., below, will conduct at least one inspection annually. Parents shall be interviewed as part of this inspection.

E3.4.3.1. The higher headquarters representative designated to perform program inspections shall possess qualifications in early childhood development and shall, at a minimum, meet the validator qualifications required by the NAEYC and the National Academy of Early Childhood Programs. This includes a minimum of a baccalaureate degree in Early Childhood Education, Child Development, or related field and at least 3 years of full-time teaching or management experience with young children.

E3.4.3.2. In response to each inspection, the installation shall develop a corrective action plan that addresses any deficiencies found during the inspection.

E3.4.4. Certification of Programs. Each DoD Component shall forward the results of the higher headquarters inspections required by this Instruction to the ASD(FM&P). Based on the DoD Component recommendation, the ASD(FM&P) will issue a certificate to operate to the program, which is valid for 15 months after the date of inspection. Each CDP will display this certificate in a prominent location. If at any time it is determined by the DoD Component that a program is not in compliance with this Instruction, the DoD Component shall notify the ASD(FM&P) and advise the responsible DoD Component that it must meet the standards in the time specified in paragraph E3.4.6.1., below.

E3.4.5. The ASD(FM&P) shall periodically, but at least twice annually, make unannounced visits to selected programs to review compliance with this Instruction.

The ASD(FM&P) may use other means in addition to the procedures in this section to monitor CDPs and ensure compliance with standards.

E3.4.6. Remedies for Violations

E3.4.6.1. The installation commander or Defense Agency Director and/or Commander shall ensure remedy of any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) at a DoD CDP immediately or he or she will close the facility (or affected parts of the facility). In the case of a violation that is not life-threatening, the commander of the major command under which the installation concerned operates, or the Defense Agency Director and/or Commander concerned, may waive the requirement that the violation be remedied immediately for up to 90 days beginning on the date of discovery of the violation. If the violation is not remedied by the end of that 90-day period, the DoD program or parts involved will be closed until the violation is remedied. The Secretary of the Military Department, or Defense Agency Director and/or Commander concerned, may waive the preceding sentence and authorize the program to remain open in a case in which the violation cannot reasonably be remedied within the 90-day period or in which major facility reconstruction is required.

E3.4.6.2. If a military CDC is closed under paragraph E3.4.6.1., above, the Secretary of the Military Department concerned shall promptly submit to the Committees on Armed Services of the Senate and the House of Representatives a report notifying those committees on the closing. The report shall include a notice of the violation that resulted in the closing, the cost of remedying the violation, and a statement of the reasons why the violation has not been remedied as of the time of the report. A copy of this report shall be provided to the ASD(FM&P).

E3.4.7. Each DoD Component that provides Government housing to active duty military or other DoD personnel shall prescribe regulations that ensure operational oversight of FCC homes including conducting unannounced inspections and annual review for installation certification. To ensure adequate supervision, the number of homes assigned per full-time FCC staff member may not exceed 40. FCC homes shall not be certified unless adequate supervision is provided to ensure children's safety and well-being. Each DoD Component shall ensure that unauthorized child care in Government quarters is terminated and that all persons residing in Government quarters are informed that the provision of child care in Government quarters is a privilege, not a right.

E3.5. Staff and Supervision

Each DoD Component shall ensure that all CDC directors hired after March 23, 1991, and all other CDP directors (e.g., those for FCC) hired after October 1, 1993, shall have at a minimum a baccalaureate degree in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other degree appropriate to the position to be filled from an accredited college or a combination of education and experiences (e.g., courses equivalent to a major in education, or in one of the subject fields appropriate to the position, plus appropriate experience or additional course work, which provide knowledge comparable to that normally acquired through the successful completion of the 4-year course of study, or a related field, including, but not limited to, education, social work, home economics, or psychology or child-related field, or 3 years equivalent experience).

E3.6. Funding of CDPs

E3.6.1. The DoD Component shall ensure the amount of direct APF support used for operation of DoD facility-based child care programs is not less than the amount of child care fee receipts.

E3.6.2. The installation commander or Defense Agency Director and/or Commander concerned shall ensure that child care fee receipts are used only for compensation of child care employees who are directly involved in providing child care, for food-related expenses not paid by USDA or DoD APFs, and for consumable supplies. The installation commander or Defense Agency Director and/or Commander shall ensure that, to the maximum extent possible, child care fee receipts cover the NAF cost of care provided at DoD facility based child care programs. NAF costs not covered by child care fee receipts are to be minimized.

E3.6.3. The ASD(FM&P) shall establish annual sliding fee ranges based upon total family income for use at all CD facility-based programs. These sliding fee ranges will be uniform throughout the Department of Defense for all children who attend the facility-based programs on a regular basis. Each DoD Component shall issue guidance on sliding fee ranges for preschool and SAC programs that is based on the DoD sliding fee ranges. These fees will include meals and snacks.

E3.6.3.1. The ASD(FM&P) will review the DoD sliding fee ranges

annually and publish new fee ranges based on this review. Installations will establish local fees on an annual basis, using the sliding fee ranges published by the ASD(FM&P).

E3.6.3.2. Each CDP will verify total family income annually and adjust individual fees accordingly. Parents will pay the highest fees set by the installation and/or agency unless they have provided proof of total family income that falls into a lower income category. The DoD Components shall require each sponsor to verify that the income stated includes total family income as defined in enclosure 2.

E3.6.3.3. The installation commander or Defense Agency Director and/or Commander may establish lower child care fees for parents participating in an approved parent participation program.

E3.6.3.4. Installation commanders or Defense Agency Directors and/or Commanders may adjust individual family fees based on hardship or other special circumstances on a case-by-case basis.

E3.6.3.5. The DoD Components may increase child care user fees at those installations where child caregiver wages are affected by nonforeign area cost of living allowance (COLA), post differential, or locality pay. The increase in child care user fee ranges may not exceed the percentage amount of the COLA, post differential, or locality pay rate, whichever applies. The DoD Component will submit any requests for waivers to the DoD child care fee ranges to the ASD(FM&P) for decision and include documentation that the levels of direct APF support are at least equal to the amount of child care user fee receipts collected.

E3.6.4. The installation commander or Defense Agency Director and/or Commander concerned may authorize the CDP to use APFs to provide direct cash assistance to FCC providers, so that FCC services can be provided to members of the Armed Forces at a cost comparable to the average cost of services provided by DoD facility-based programs.

E3.6.5. The FCC program is a service provided to DoD military and civilian personnel and will not generate NAF income. The CDP may use APF for the FCC program, including salaries of program directors, program monitors, administrative personnel, training and curriculum specialists, marketing, and supplies and equipment. The CDP may use APFs to establish and maintain lending libraries and training materials for use by providers, as well as for travel expenses of program monitors using their private vehicles to perform Government functions.

E3.6.6. FCC providers are private contractors certified and monitored by the DoD Component. Matters regarding the establishment of fees, fee policies, and collection of fees are between the provider and the parent unless the installation or Defense agency is providing a direct monetary subsidy to the provider as authorized in subsection E3.6.4., above. When the installation or Defense agency provides direct monetary subsidies, the installation commander or Defense Agency Director and/or Commander concerned may regulate fees charged by the FCC providers.

E4. ENCLOSURE 4

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND OPERATION OF CHILD DEVELOPMENT FACILITY-BASED PROGRAMS

In addition to the requirements of enclosure 3 of this Instruction, the following apply to all facility-based programs: (This does not apply to short-term child care in alternative locations when parents remain in the facility and retain responsibility for their children.)

E4.1. Facility Requirements

E4.1.1. The CDP shall ensure each activity room used for care has 35 square feet of usable space per child. A minimum of 75 square feet per child for each child using the playground at any one time shall be provided for playground spaces. Outdoor play areas will directly adjoin CDCs. Playgrounds for alternative program options do not have to adjoin the facility but must be accessible via a route free from hazards and be within 1/8 mile from the facility.

E4.1.2. The installation may add additional square footage to accommodate administrative requirements for CDPs, including FCC.

E4.1.3. The facility design will help minimize the risk of child abuse in CDCs by decreasing the opportunities for abuse. See subsection E4.5.2. of this enclosure, below.

E4.2. Child Supervision

E4.2.1. In facility-based programs, the following staffing requirements apply:

AGE OF CHILD	MAXIMUM NUMBER OF CHILDREN	
	PER ONE CAREGIVING PERSONNEL	PER GROUP
6 weeks through 12 months	4	8
13 months through 24 months	5	10
25 months through 36 months	7	14
37 months through 5 years	12	24
6 years through 8 years	15	30
9 years through 12 years	15	30

E4.2.2. CD facility-based programs shall meet the staffing requirements for each age group of children, except during rest time. During rest time, the CDC director may double the staff : child ratio, except for infants aged 6 weeks to 24 months, to allow staff to attend training. These staff must remain in the building where the children are sleeping or resting. Volunteers or persons under 18 years of age may not be counted in determining compliance with staff : child ratios.

E4.2.3. CD facility-based programs shall meet the staffing requirements for the age of the youngest child in the group if children in the youngest age category make up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, the installation shall use the staff : child ratio requirement for the next higher category. At least two caregivers must be present with each group of children at all times. When this is not possible, due to limited room capacity or usage, the CD director or designee shall supervise rooms through closed circuit television or visual access panels to ensure oversight by more than one adult. This does not alter the required staff : child ratio.

E4.2.4. If more than one group (two ratios) occupies a single room, each group must have its own clearly defined physical space and primary interest centers.

E4.3. Staff Requirements

E4.3.1. The CD director shall ensure that all newly hired caregiving personnel are at least 18 years of age; hold a high school diploma or equivalent; and have the ability to speak, read, and write English. Caregiving personnel shall be able and willing to undergo prescribed training. It is DoD policy that training, education, and experience shall influence progression from entry level to positions of greater responsibilities.

E4.3.2. The CD director shall select staff based on their qualifications and demonstrated ability to work with children in a group and their understanding of children's needs. The CD director shall ensure that prior employment references for all staff members are checked before employment.

E4.4. Training

E4.4.1. Each CDC shall implement a training program for all CD caregiving personnel. At a minimum, this program shall include training requirements that are linked to the DoD CD Employee Wage Plan and shall include an annual review of the requirements listed in subsections E4.4.2, E4.4.3, and E4.4.4., below, except Cardiopulmonary Resuscitation (CPR), rescue breathing, and first aid, which are updated as required to keep certification current.

E4.4.2. All newly hired caregiving personnel shall complete orientation training before they are allowed to work directly with children. This orientation must include the following subjects:

E4.4.2.1. Position orientation.

E4.4.2.2. Applicable regulations and installation policy.

E4.4.2.3. Child health and safety.

E4.4.2.4. Child abuse identification, reporting, and prevention.

E4.4.2.5. Age-appropriate guidance and discipline.

E4.4.2.6. Parent and family relations.

E4.4.2.7. Health and sanitation procedures.

E4.4.3. Initial Caregiver Training. All newly hired caregiving personnel shall complete 36 hours of training within 6 months of beginning work. This training shall include, at a minimum, in-depth training on the subjects listed in subsection E4.4.2., above, as well as the following:

E4.4.3.1. CD.

E4.4.3.2. Age-appropriate activities and disciplining techniques for children.

E4.4.3.3. CPR and other emergency medical procedures.

E4.4.3.4. Applicable regulations.

E4.4.3.5. Nutrition and meal service.

E4.4.3.6. Child abuse and neglect prevention and reporting.

E4.4.4. Ongoing Caregiving Personnel Training. All caregiving personnel shall complete ongoing training that includes the DoD CD Employee Training Modules, authorized in subsection 1.3. of the main body of this Instruction, or an equivalent DoD-approved training program. Satisfactory completion of the training program is a condition of employment for all caregiving personnel.

E4.4.5. Support Staff. The CDP director shall ensure that all CDP support staff participate in annual training related to latest techniques and procedures in child care, to include family advocacy programs, child abuse identification, prevention and reporting procedures, center administration and/or management, parent involvement, and curriculum development.

E4.5. Child Abuse Prevention

E4.5.1. The CDP Director shall ensure that children can be observed at all times by parents and supervisors, that access to children by those not employed by the program is restricted, and the areas to which a child or children can be taken out of view of others are limited.

E4.5.2. Each DoD Component shall ensure the following structural requirements are met in existing facilities as well as new construction:

E4.5.2.1. There is visual access into rooms used for care.

E4.5.2.2. Doors on toilet stalls are removed except for those used by children 5 years of age and older and adults.

E4.5.2.3. Vision panels are installed in doors of rooms or other closed areas to which children might be taken, and access is controlled, unless they are kept locked during the day.

E4.5.2.4. Walls between diapering areas and the activity rooms they serve

are removed, or there are vision panels to increase visibility of the caregiving personnel by other adults during diapering. Half walls or walls with vision panels in top half are permissible.

E4.5.2.5. Convex mirrors are installed to improve supervision of low visibility areas.

E4.5.2.6. All exit doors that do not open onto a playground or fenced area have operating alarms, except the main entrance to the facility and the kitchen entrance.

E4.5.2.7. Evening or weekend care is provided in rooms located near the front entry way to facilitate additional supervision of the rooms by the front desk staff and to allow visual access by parents entering and leaving the facility.

E4.5.3. In addition to the requirements in subsections E4.5.1. and E4.5.2. of this enclosure, each DoD Component shall ensure the following in renovated or newly constructed facilities after October 1, 1993:

E4.5.3.1. When walls are constructed or replaced, large vision panels shall be included to increase visibility into areas in which children are receiving care. Vision panels in fire-rated walls or corridors must conform to the fire protection requirements as outlined in NFPA 101 (reference (pp)).

E4.5.3.2. Walls around toilet stalls for children under 5 years of age are half-walls to permit better viewing of toilet areas.

E4.5.3.3. All outdoor play areas should be viewed from the activity rooms that they serve.

E5. ENCLOSURE 5

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND OPERATION OF FCC HOMES

In addition to the requirements of enclosure 3 that address FCC homes, the following apply:

E5.1. Qualifications of Providers

E5.1.1. It is DoD policy that the provision of child care in Government-owned or -controlled housing is a privilege, not a right, which is extended to family members of military members or DoD civilian personnel at the discretion of the installation commander or Defense Agency Director and/or Commander concerned. The installation commander or Defense Agency Director and/or Commander concerned must ensure that only the most qualified among those who meet the minimum qualifications are certified as providers. The CDP director shall select providers based on demonstrated ability to work with children, understanding of children's needs, and ability to provide care in the home environment. The installation commander or Defense Agency Director and/or Commander concerned shall take steps necessary to ensure that all FCC providers in quarters under his or her jurisdiction are in compliance with this Instruction.

E5.1.2. The CDP director shall ensure all providers are at least 18 years of age; have the ability to speak, read, and write English; are physically and mentally capable of providing care for children; are free of communicable diseases; and are able and willing to undergo prescribed training. The CDP director shall ensure that training, experience, and ability to work with children determine the continued certification of all FCC providers.

E5.1.3. The installation shall screen all FCC provider applicants, family members over the age of 12, and other persons living in the potential FCC home.

E5.1.4. The CDP director shall ensure substitute providers or persons who serve as backup providers meet the criteria outlined in subsection E5.1.3., above, and complete a basic orientation that includes child abuse identification, reporting and prevention, safety and health procedures, and CPR training.

E5.1.5. Each FCC program shall ensure substitute providers or child care

services are available so that parents are not left without adequate care when FCC providers become ill or have other emergencies.

E5.2. Provider:Child Ratio and Group Composition

E5.2.1. The DoD Components will limit the number of children authorized in an FCC home according to the age of the children enrolled. When all children are under the age of 2, the maximum group size at any one time is 3. When there is a mixed age group, the maximum group size is six children including the provider's own children under 8 years of age. In addition, in mixed age groups, the number of children under 2 years of age is limited to two children.

In homes where all of the children are over age 5 including the providers own, the maximum group size at one time is eight providing that installation fire, health, and safety personnel determine that the indoor and outdoor space is adequate for the number of children receiving care.

E5.2.2. If, in consultation with the cognizant safety, fire, and health personnel, the CDP director determines that the housing unit is too small, the CDP director shall reduce the maximum number of children authorized in subsection E5.2.1., above, of this enclosure.

E5.2.3. The DoD Components shall encourage FCC homes for special purposes that directly support military or agency requirements. This includes certification of homes to provide overnight care, extended hours care, sick child care, infant and newborn care, and care for children with disabilities. Each installation shall determine the number of children authorized in these homes, based on the individual needs of the children and the provider. The number may not exceed the ratios established in subsection E5.2.1., above, of this enclosure.

E5.3. Enrollment of Children

Each DoD Component with jurisdiction over FCC homes shall issue regulations that describe enrollment and attendance procedures for children in all FCC homes. At a minimum, parents will complete health and emergency information before enrollment and will sign their children in and out of the FCC home on a daily basis. Each provider shall maintain enrollment and attendance records of individual children in their care.

E5.4. Provider Training

E5.4.1. Each FCC program shall provide training on the latest child care techniques and procedures for providing safe developmental child care in the home environment to all FCC providers. The CDP director shall ensure training programs are readily accessible to providers.

E5.4.2. Provider Orientation Training. The CDP director shall ensure all new providers complete an orientation training program before they care for children. This orientation must address, at a minimum, the following subjects:

E5.4.2.1. Position orientation.

E5.4.2.2. Applicable regulations and installation policy.

E5.4.2.3. Child health, nutrition, and safety.

E5.4.2.4. Child abuse identification, reporting, and prevention.

E5.4.2.5. Age-appropriate guidance and discipline.

E5.4.2.6. Parent and family relations.

E5.4.2.7. Health and sanitation procedures.

E5.4.2.8. Business operations.

E5.4.2.9. Child development and environments.

E5.4.3. The CDP director shall ensure that the provisions of subsection E5.4.2., above, this enclosure, apply to all newly certified providers, as well as those currently certified. Providers certified as of the date of this Instruction who do not meet these requirements shall have 12 months from such date to complete these requirements.

E5.4.4. Annual Provider Training. The CDP director shall ensure each provider completes 24 hours annually of training using the "DoD Family Child Care Training Modules" and "DoD Child Abuse Training Modules for Family Child Care Providers," as authorized in subsection 1.3. of the main body of this Instruction, or equivalent, including training on:

E5.4.4.1. Early child development.

E5.4.4.2. Age-appropriate activities for children.

E5.4.4.3. Food handling, nutrition, and meal service.

E5.4.5. The CDP director shall ensure all providers maintain current CPR and first-aid certification and complete an annual update of child abuse prevention, identification, and reporting procedures.

E5.4.6. The installation shall ensure FCC management personnel receive annual training related to the latest techniques and procedures in child care, to include family advocacy programs, child abuse reporting procedures, program administration, conducting home visits, observation, and interviewing of potential providers.

E5.5. Oversight

Guidance on the oversight of FCC homes is in enclosure 3, subsection E3.4.7.

E6. ENCLOSURE 6

DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM ANNUAL SUMMARY OF OPERATIONS				REPORT CONTROL SYMBOL	
INSTRUCTIONS Complete the following information for your Service. If information is available for Reserve and other child development programs under your Service's jurisdiction, complete a separate form. Date of record for specific entries noted by an asterisk (*) is the last Wednesday in September of each fiscal year. Reporting period is Fiscal Year (last October 1 to current September 30). Items 17 through 22 are to be completed by the Civilian Personnel Office. Read Specific Instructions in Attachment 1 of DODI 6060.2, "Child Development Programs," before completing this form.					
1. BRANCH OF SERVICE				2. DATE OF REPORT (YYMMDD)	
SAMPLE FORM				92/09/30	
3. TOTAL INSTALLATIONS PROVIDING CARE*		4. TOTAL FACILITIES*		5. TOTAL CAPACITY*	
a. CENTER BASED CARE ONLY	15	b. TOTAL NUMBER OF SEPARATE BUILDINGS	166	a. TOTAL CAPACITY ALL CENTER BASED PROGRAM FACILITIES	2,268
b. FAMILY DAY CARE ONLY	12	c. TOTAL NUMBER OF LICENSED FAMILY DAY CARE HOMES	1,827	b. TOTAL FAMILY DAY CARE ENROLLMENT	9,335
c. CENTER BASED AND FAMILY DAY CARE	90				
6. NUMBER OF CHILDREN REGISTERED*		7. ATTENDANCE ON DATE OF RECORD*		8. DATE OF RECORD (YYMMDD)	
a. CENTER BASED CARE	12,800	200	a. CENTER BASED CARE	12,800	140
b. FAMILY DAY CARE (FDC)	9,035	100	b. FDC (including providers' own children, age 0-8 years)	9,000	100
c. ALTERNATE/OTHER CARE	100	12	c. ALTERNATE/OTHER CARE	40	10
d. SCHOOL-AGED CARE	1,220	120	d. SCHOOL-AGED CARE	400	90
e. TOTAL	23,155	432	e. TOTAL	23,155	340
9. NUMBER OF CHILDREN REGISTERED WITH SPECIAL NEEDS		10. NUMBER OF INSTALLATIONS WITH RESOURCE AND REFERRAL SERVICE PROGRAMS			
120		45			
11. WAITING LIST BY SPONSOR*		12. WAITING LIST BY AGE GROUP*		13. PRESENT CHILD CARE ARRANGEMENTS*	
a. SINGLE MILITARY	50	a. INFANTS (0-12 months)	102	a. FDC ON-INSTALLATION	20
b. DUAL MILITARY	30	b. TODDLERS (13-24 months)	184	b. FDC OFF-INSTALLATION	10
c. MILITARY/DOD SPOUSE	80	c. PRESCHOOL (25-59 months)	520	c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)	15
d. DUAL DOD CIVILIAN	20	d. SCHOOL AGE (60+ months)	139	d. CIVILIAN CDC	42
e. SINGLE DOD CIVILIAN	10	e. TOTAL	867	e. MILITARY ALTERNATE CARE	74
f. RETIRED MILITARY	22	f. WITH SPECIAL NEEDS	76	f. NON-MILITARY ALTERNATE CARE	18
g. MILITARY RESERVE	13	g. ON OTHER MILITARY WAITING LIST	60	g. IN-HOME CARE	20
h. NATIONAL GUARD	17	h. IN SELF-CARE	53	h. NO PRESENT CARE	43
i. MILITARY/UNEMPLOYED SPOUSE	26	i. NO PRESENT CARE	43	i. OTHER (Specify)	8
j. MILITARY/OTHER THAN DOD SPOUSE	180	j. UNMET DEMAND (T.T.E. - T.T.C. + T.T.D.)	457	Parental Care - Shiftworker	8
k. TOTAL	508	k. TOTAL	202		
14. UNMET DEMAND FINANCIAL IMPACT LAST FISCAL YEAR		15. PLACEMENT INFORMATION FOR FISCAL YEAR (Average placement time in months from DD Form 3606, Request for Care Record)			
a. NO. OF SPOUSES EMPLOYMENT PREVENTED	45	b. TOTAL INCOME FROM PARENT FEES		\$22.5M	
c. AVERAGE WIDOW'S LOSS (per family per year)	\$12,600	c. TOTAL NON-APPROPRIATED FUND (NAF) EXPENDITURES		\$27.5M	
16. FISCAL YEAR FINANCIAL DATA (\$ in Millions)		17. STAFFING DATA*		18. ADMINISTRATIVE/SUPERVISORY POSITIONS FILLED*	
a. TOTAL APPROPRIATED FUND (APF) SUPPORT EXCLUDING COMMON SUPPORT AND UTILITIES	\$40.5M	b. TOTAL POSITIONS:		c. CHILD DEVELOPMENT PROGRAM	
		d. AUTHORIZED		e. FAMILY DAY CARE PROGRAM	
		f. FILLED		f. TOTAL	
		g. NON-SUPERVISORY CAREGIVER POSITIONS FILLED*		h. TURNOVER* (No. of caregivers employed)	
		i. CCDC-01		j. LESS THAN ONE YEAR	
		k. CCDC-02		l. MORE THAN ONE YEAR	
		m. CCDC-03			
		n. CCDC-04			
		o. CCDC-05			
		p. TOTAL			
		q. SPOUSES EMPLOYED* (No. of spouses employed under Spouse Employment Program)		r. ACCREDITATION (No. of centers accredited by national accrediting body)	
		s. 30		t. 11	
20. CERTIFICATION*		21. USER DATA (Average full-day users, by income category)			
a. NO. OF CENTERS DOD CERTIFIED	75	b. CATEGORY I		c. CATEGORY II	
b. NO. OF WAIVERS	30	d. CATEGORY III		e. CATEGORY IV	
22. USDA FOOD PROGRAM ENROLLMENT DATA		23. USER DATA (Average full-day users, by income category)			
a. NO. OF CENTERS ENROLLED*	75	b. CATEGORY I		c. CATEGORY II	
b. TOTAL ANNUAL CENTER REIMBURSEMENT	\$96,000	d. CATEGORY III		e. CATEGORY IV	
		f. CATEGORY V		g. CATEGORY VI	
		h. CATEGORY VII		i. CATEGORY VIII	
		j. CATEGORY IX		k. CATEGORY X	
		l. CATEGORY XI		m. CATEGORY XII	
		n. CATEGORY XIII		o. CATEGORY XIV	
		p. CATEGORY XV		q. CATEGORY XVI	
		r. CATEGORY XVII		s. CATEGORY XVIII	
		t. CATEGORY XIX		u. CATEGORY XX	
		v. CATEGORY XXI		w. CATEGORY XXII	
		x. CATEGORY XXIII		y. CATEGORY XXIV	
		z. CATEGORY XXV		aa. CATEGORY XXVI	
		ab. CATEGORY XXVII		ac. CATEGORY XXVIII	
		ad. CATEGORY XXIX		ae. CATEGORY XXX	
		af. CATEGORY XXXI		ag. CATEGORY XXXII	
		ah. CATEGORY XXXIII		ai. CATEGORY XXXIV	
		aj. CATEGORY XXXV		ak. CATEGORY XXXVI	
		al. CATEGORY XXXVII		am. CATEGORY XXXVIII	
		an. CATEGORY XXXIX		ao. CATEGORY XXXX	
		ap. CATEGORY XXXXI		aq. CATEGORY XXXXII	
		ar. CATEGORY XXXXIII		as. CATEGORY XXXXIV	
		at. CATEGORY XXXXV		au. CATEGORY XXXXVI	
		av. CATEGORY XXXXVII		aw. CATEGORY XXXXVIII	
		ax. CATEGORY XXXXIX		ay. CATEGORY XXXXX	
		az. CATEGORY XXXXXI		ba. CATEGORY XXXXXII	
		bb. CATEGORY XXXXXIII		bc. CATEGORY XXXXXIV	
		bd. CATEGORY XXXXXV		be. CATEGORY XXXXXVI	
		bf. CATEGORY XXXXXVII		bg. CATEGORY XXXXXVIII	
		bh. CATEGORY XXXXXIX		bi. CATEGORY XXXXXX	
		bj. CATEGORY XXXXXI		bk. CATEGORY XXXXXII	
		bl. CATEGORY XXXXXIII		bm. CATEGORY XXXXXIV	
		bn. CATEGORY XXXXXV		bo. CATEGORY XXXXXVI	
		bp. CATEGORY XXXXXVII		bq. CATEGORY XXXXXVIII	
		br. CATEGORY XXXXXIX		bs. CATEGORY XXXXXX	
		bt. CATEGORY XXXXXI		bu. CATEGORY XXXXXII	
		bv. CATEGORY XXXXXIII		bw. CATEGORY XXXXXIV	
		bx. CATEGORY XXXXXV		by. CATEGORY XXXXXVI	
		bz. CATEGORY XXXXXVII		ca. CATEGORY XXXXXVIII	
		cb. CATEGORY XXXXXIX		cc. CATEGORY XXXXXX	
		cc. CATEGORY XXXXXI		cd. CATEGORY XXXXXII	
		cd. CATEGORY XXXXXIII		ce. CATEGORY XXXXXIV	
		ce. CATEGORY XXXXXV		cf. CATEGORY XXXXXVI	
		cf. CATEGORY XXXXXVII		cg. CATEGORY XXXXXVIII	
		cg. CATEGORY XXXXXIX		ch. CATEGORY XXXXXX	
		ch. CATEGORY XXXXXI		ci. CATEGORY XXXXXII	
		ci. CATEGORY XXXXXIII		cj. CATEGORY XXXXXIV	
		cj. CATEGORY XXXXXV		ck. CATEGORY XXXXXVI	
		ck. CATEGORY XXXXXVII		cl. CATEGORY XXXXXVIII	
		cl. CATEGORY XXXXXIX		cm. CATEGORY XXXXXX	
		cm. CATEGORY XXXXXI		cn. CATEGORY XXXXXII	
		cn. CATEGORY XXXXXIII		co. CATEGORY XXXXXIV	
		co. CATEGORY XXXXXV		cp. CATEGORY XXXXXVI	
		cp. CATEGORY XXXXXVII		cq. CATEGORY XXXXXVIII	
		cq. CATEGORY XXXXXIX		cr. CATEGORY XXXXXX	
		cr. CATEGORY XXXXXI		cs. CATEGORY XXXXXII	
		cs. CATEGORY XXXXXIII		ct. CATEGORY XXXXXIV	
		ct. CATEGORY XXXXXV		cu. CATEGORY XXXXXVI	
		cu. CATEGORY XXXXXVII		cv. CATEGORY XXXXXVIII	
		cv. CATEGORY XXXXXIX		cw. CATEGORY XXXXXX	
		cw. CATEGORY XXXXXI		cx. CATEGORY XXXXXII	
		cx. CATEGORY XXXXXIII		cy. CATEGORY XXXXXIV	
		cy. CATEGORY XXXXXV		cz. CATEGORY XXXXXVI	
		cz. CATEGORY XXXXXVII		da. CATEGORY XXXXXVIII	
		da. CATEGORY XXXXXIX		db. CATEGORY XXXXXX	
		db. CATEGORY XXXXXI		dc. CATEGORY XXXXXII	
		dc. CATEGORY XXXXXIII		dd. CATEGORY XXXXXIV	
		dd. CATEGORY XXXXXV		de. CATEGORY XXXXXVI	
		de. CATEGORY XXXXXVII		df. CATEGORY XXXXXVIII	
		df. CATEGORY XXXXXIX		dg. CATEGORY XXXXXX	
		dg. CATEGORY XXXXXI		dh. CATEGORY XXXXXII	
		dh. CATEGORY XXXXXIII		di. CATEGORY XXXXXIV	
		di. CATEGORY XXXXXV		dj. CATEGORY XXXXXVI	
		dj. CATEGORY XXXXXVII		dk. CATEGORY XXXXXVIII	
		dk. CATEGORY XXXXXIX		dl. CATEGORY XXXXXX	
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		dn. CATEGORY XXXXXV		do. CATEGORY XXXXXVI	
		do. CATEGORY XXXXXVII		dp. CATEGORY XXXXXVIII	
		dp. CATEGORY XXXXXIX		dq. CATEGORY XXXXXX	
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		ds. CATEGORY XXXXXV		dt. CATEGORY XXXXXVI	
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		dw. CATEGORY XXXXXIII		dx. CATEGORY XXXXXIV	
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		dy. CATEGORY XXXXXVII		dz. CATEGORY XXXXXVIII	
		dz. CATEGORY XXXXXIX		ea. CATEGORY XXXXXX	
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		el. CATEGORY XXXXXIII		em. CATEGORY XXXXXIV	
		em. CATEGORY XXXXXV		en. CATEGORY XXXXXVI	
		en. CATEGORY XXXXXVII		eo. CATEGORY XXXXXVIII	
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E7. ENCLOSURE 7

DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE RECORD		REPORT CONTROL SYMBOL	
PRIVACY ACT STATEMENT			
AUTHORITY:		PL 90-189 Sec. 1507; EO 9397	
PRINCIPAL PURPOSE(S):		To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.	
ROUTING USE(S):		None.	
DISCLOSURE:		Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.	
1. DATE OF REQUEST (YYMMDD)		2. EXPIRATION DATE (YYMMDD)	
92/03/30		93/03/30	
3. FAMILY INFORMATION			
a. SPONSOR'S NAME (Last, First, Middle Initial)		b. SPOUSE'S NAME (Last, First, Middle Initial)	
ANDREWS, WILLIAM C.		ANDREWS, MART R.	
c. CHILD'S NAME (Last, First, Middle Initial)		d. CHILD'S DATE OF BIRTH (YYMMDD)	e. CHILD'S AGE
ANDREWS, MICHAEL B.		87/11/13	4 YRS 4 mos
f. HOME ADDRESS (Street, City, State, Zip Code)		g. SPONSOR'S BRANCH OF SERVICE	
1917 Sunset Drive Arlington, VA 22203		Air Force	
h. DUTY ORGANIZATION		i. DUTY TELEPHONE NUMBER (Include Area Code)	
67 CSG/IM		(703) 227-3222	
4. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)			
(1) Name (Last, First, Middle Initial)	(2) Date of Birth (YYMMDD)	(3) Name (Last, First, Middle Initial)	(4) Date of Birth (YYMMDD)
Andrews, Lindsey L.	89/10/24		
Andrews, John D.	91/06/13		
5. PROGRAM(S) DESIRED (X as applicable)		6. AGE GROUP (X one)	
<input type="checkbox"/> a. FULL-DAY CARE	<input type="checkbox"/> e. FAMILY DAY CARE (FDC)	<input type="checkbox"/> a. INFANTS (0-12 months)	
<input checked="" type="checkbox"/> b. PART-DAY CARE	<input checked="" type="checkbox"/> f. PART-DAY ENRICHMENT	<input type="checkbox"/> b. TODDLERS (13-35 months)	
<input type="checkbox"/> c. SCHOOL-AGE	<input type="checkbox"/> g. DAY CAMP	<input checked="" type="checkbox"/> c. PRESCHOOL (3-5 years)	
<input type="checkbox"/> d. SPECIAL NEEDS		<input type="checkbox"/> d. SCHOOL AGE (5+ years)	
7. SPONSOR STATUS (X one)			
<input type="checkbox"/> a. SINGLE MILITARY	<input type="checkbox"/> e. SINGLE DOD CIVILIAN	<input type="checkbox"/> i. MILITARY/UNEMPLOYED SPOUSE	
<input type="checkbox"/> b. DUAL MILITARY	<input type="checkbox"/> f. RETIRED MILITARY	<input type="checkbox"/> j. MILITARY/OTHER THAN DOD SPOUSE	
<input checked="" type="checkbox"/> c. MILITARY/DOD SPOUSE	<input type="checkbox"/> g. MILITARY RESERVE	<input type="checkbox"/> k. OTHER (Specify)	
<input type="checkbox"/> d. DUAL DOD CIVILIANS	<input type="checkbox"/> h. NATIONAL GUARD		
8. PRESENT CHILD CARE ARRANGEMENTS (X as applicable)			
<input type="checkbox"/> a. FDC ON-INSTALLATION	<input type="checkbox"/> d. CIVILIAN CDC	<input type="checkbox"/> g. IN-HOME CARE	
<input checked="" type="checkbox"/> b. FDC OFF-INSTALLATION	<input type="checkbox"/> e. MILITARY ALTERNATE CARE	<input type="checkbox"/> h. NO PRESENT CARE	
<input type="checkbox"/> c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)	<input type="checkbox"/> f. NON-MILITARY ALTERNATE CARE	<input type="checkbox"/> i. OTHER (Specify)	
9. GENERAL INFORMATION (X and complete as applicable)			
Yes	No	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE ANTICIPATED? (If Yes, estimate average annual income for)		c. IS CHILD ON OTHER MILITARY WAITING LIST? (If Yes, name installation)	
\$17,000.00			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. CURRENT COST OF CARE PER WEEK (if child is currently in care)	
b. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS CARE?		\$50 per week	
10. UPDATE REQUIRED FOR INSTRUCTIONS (For Office Use Only)			
(1)		(2)	
(3)		(4)	
(5)			
a. DATE CALLED (YYMMDD)	52/06/06		
b. DECISION PLACED	Placed		
c. COMMENTS/INITIALS	LL		
d. PLACEMENT TIME (in months)	3 mos.		

DD Form 2606, OCT 91